



FFY2010 Application for Funding

Community Development Block Grant (CDBG)

Program Description

CDBG

HUD awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

In turn, entitlement communities develop their own programs and funding priorities directed towards activities which benefit low- and moderate-income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. Additionally, grantees may fund activities when the grantee certifies that the activities meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. CDBG funds may not be used for activities which do not meet these broad national objectives.

Eligible Activities

CDBG funds may be used for activities which include, but are not limited to:

- acquisition of real property;
- relocation and demolition;
- rehabilitation of residential and non-residential structures;
- construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- public services, within certain limits;
- activities relating to energy conservation and renewable energy resources; and
- provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

FFY2010 RFP & Action Plan Timeline

Dec. 31, 2009	RFP Announcement and Notice of Public Hearing published in newspapers (Howard Times / Columbia Flier)
Jan. 14, 2010	Public Hearing #1 - Room 303 Gateway Building 10:00AM
Feb. 5, 2010	RFP Submission Deadline (3:00pm)
March 1, 2010	Notice of conditional selection/rejection to applicants
March 18, 2010	Notice of Public Hearing and Availability of FFY2010 Action Plan published in newspapers (Howard Times / Columbia Flier)
March 19, 2010	Preliminary Action Plan 30-day public comment period begins
April 8, 2010	Public Hearing #2 - HCD Board to vote on Action Plan submission, 7:30 pm
April 19, 2010	Public comment period ends
April 19, 2010	Public Hearing #3 - County Council Hearing -Testimony on Proposed Action Plan
April 26, 2010	County Council Work Session
May 4, 2010	County Council vote on resolution regarding Action Plan
May 15, 2010	FINAL Action Plan due to HUD
July 1, 2010	CDBG / HOME Awards

ATTACHMENTS CHECKLIST

- Articles of Incorporation and Bylaws
- Federal Tax Exempt Determination Letter For 501 (c)3 or 501 (c)4 Organizations
- List of Board of Directors
- Board of Directors - Authorization to request funds
- Board of Directors - Designation of authorized official
- Organization Chart
- Current Year Salary Schedule
- Resume of program administrator
- Resume of fiscal officer
- Position Descriptions (key staff only)
- Financial Statement and most recent Audit
- Conflict of Interest documentation – Letter
- Certificate of Good Standing from the Maryland Department of Taxation

APPLICATION SUBMISSION

FORMAT

- Use the checklist to ensure that you are submitting a complete package as Howard County Housing reserves the right to reject any incomplete application package.
- Submit completed applications with a cover memo and clipped at the top. Do not utilize 3-ring binders, spiral binding or hole punching.
- Submit **FOUR (4)** copies – one (1) original with original signature and three (3) copies of the completed application.
- Submit **ONLY** one (1) set of the required attachments.

DEADLINE

- Application packages must be submitted on or before February 5, 2010, by 3:00 p.m.
- Completed applications may be mailed or hand delivered to:
Howard County Housing
6751 Columbia Gateway Drive
Columbia, MD 21046
Attn: Shirelle Bennett, Grants Administrator



**Community Development Block Grant (CDBG)
FFY2010 Application for Funding**

Name of Organization: _____

Organization Mailing Address: _____

City: _____ Zip Code: _____ Tax ID#: _____

Contact Person For This Application: _____

Phone: _____ Fax: _____ Email: _____

Type of Organization: Non-Profit For-Profit Governmental other

Funding is For: New Program/Project Expansion of an Existing Program

Project Name/Title: _____

Project Location: _____

Amount of Funds Being Requested: \$ _____

Will requested funds be used to leverage other non-federal resources? Yes No

**Acknowledgement and
Certification**

"I acknowledge that funds are to be used in such a manner as to ensure the principal benefit to low- and moderate-income persons. I certify that I have reviewed this application in its entirety and that, to the best of my knowledge and belief, all of the information provided in this application is true and accurate. I further certify that I am officially authorized to sign for and represent the organization in the submission of this application."

Signature of Authorized Representative

Date

Printed Name / Title

SECTION A: Project Summary

(Narrative responses for this section may not exceed 4 pages)

Proposed CDBG eligible activity: (Check only one)

Acquisition of Real Property

Rehabilitation of residential and non-residential structures

Construction of or improvements to public facilities

Limited public services

Public facility improvements

- A.1** Provide a clear and concise overview of the proposed project, highlighting the specific community need(s) that the project will address and how the project will benefit low and moderate-income persons.
- A.2** Briefly describe any sub-populations that are to be served by this project, (i.e. homeless, veterans, etc.) including characteristics such as age, gender, ethnicity and income levels; the estimated number to be served and what outcomes can be expected as a result of implementing the proposed project.
- A.3** Select one of the following HUD Objectives and one corresponding Outcome that most appropriately reflects the impact of the proposed activity:

OBJECTIVES

Suitable Living Environment - In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

Decent Affordable Housing - The activities that typically would be found under this objective are designed to cover the wide range of housing possible under HOME, CDBG, ESG or HOPWA. This objectives focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured under Suitable Living Environment).

Creating Economic Opportunity - This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

OUTCOMES

Availability/Accessibility - This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low-and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people.

Affordability - This outcome category applies to activities that provide affordability in a variety of ways in the lives of low-and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Sustainability - Promoting Livable or Viable Communities. This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low-and moderate-income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

- A.4** Describe how your organization will coordinate the activities of the proposed project with existing services/programs within the community.

SECTION B: Organizational Capacity / Qualifications

(Narrative responses for this section may not exceed 3 pages)

- B.1** Provide a brief summary of the organization's history, mission and goals, followed by organizational strengths and recent accomplishments.
- B.2** Describe the organizations current staffing structure (identifying key staff and expertise) and provide detailed information demonstrating the organization's and staff's ability to successfully implement the proposed project. Identify all staff who maintains professional licenses, certifications or other credentials that are necessary to ensure the successful implementation of the project.
- B.3** List all Board current Board members, identifying titles and responsibilities.
- B.4** Briefly describe the role of the Board and any volunteers in the implementation of the proposed project.

SECTION C: Performance and Evaluation

(Narrative responses for this section may not exceed 3 pages)

- C.1** Describe in detail how the project will be implemented, identifying specific activities in chronological sequence and the projected timeframe for completing the project. If there are other organizations that will act as partners during the implementation, describe their role(s).
- C.2** Describe the specific population to be served by this project (children, seniors, homeless, etc.) and identify the projected number of persons / households to be served during each quarter of FFY10. Describe in detail the types of service(s) and or programs that will be provided and briefly discuss the qualitative outcomes that are expected and the impact on the identified population.
- C.3** Describe the method(s) that will be used to collect data, measure performance (both quantifiable and qualitative) and provide documentation that demonstrates that the project beneficiaries are low- and moderate-income persons.
- C.4** Describe the organization's current tool for measuring performance and outcomes and evaluating accomplishments. Who will be responsible for measuring performance against projected outcomes and describe their role in the overall implementation of the project?

SECTION D: Project Budget

(Narrative responses for this section may not exceed 3 pages)

- D.1** Provide a narrative description of the proposed use of CDBG funds.
- D.2** If applicable, provide a brief description of all in-kind contributions (cash and non-cash).
- D.3** What percentage of the total proposed project budget will use CDBG funds?
- D.4** Is the implementation of the proposed project dependent upon receiving 100% of the requested amount of CDBG funds?
- D.5** What is your organization's strategy for addressing potential funding shortfalls?
- D.6** Are there other funding applications pending or anticipated to be submitted that if rejected, would prevent the proposed project from being implemented? If so, please explain.
- D.7** Complete the attached Line Item Budget for the proposed project.



**Community Development Block Grant
Proposed Budget FFY 2010**

Operating Expenses

Note: Where CDBG funds are not applicable to a specific line item, enter a value of zero.

Line Item Description	CDBG	All Other Funding Sources	Total
Salaries			0.00
Fringe (benefits/FICA/Unemployment/Workers Comp)			0.00
Utilities			0.00
Equipment Lease/Purchase			0.00
Supplies			0.00
Insurance (Liability)			0.00
Furniture			0.00
Leasing			0.00
Training/Professional Development			0.00
Travel Expense			0.00
Mileage Reimbursement (specify rate)			0.00
Professional Services (Contractors/Consultants etc)			0.00
Other Operating Costs (Specify)			0.00
Other Operating Costs (Specify)			0.00
Other Operating Costs (Specify)			0.00
TOTAL	0.00	0.00	0.00

Program Expenses

(Direct Services)	CDBG	All Other Funding Sources	Total
Salaries			0.00
Fringe (benefits/FICA/Unemployment/Workers Comp)			0.00
Training			0.00
Program Supplies			0.00
Program Travel Expense			0.00
Other program costs (specify)			0.00
Other program costs (specify)			0.00
TOTAL	0.00	0.00	0.00



**Acknowledgement
and
Certification**

"I certify that I have reviewed this application in its entirety and that, to the best of my knowledge and belief, all of the information provided in this application is true and accurate. I further certify that I am officially authorized to sign for and represent the organization in the submission of this application."

Signature of Authorized Representative

Date

Printed Name / Title